

Program 1737-S (8/03)
Specifications by: JRH
Reviewed by: WB

U. S. GOVERNMENT PRINTING OFFICE
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Training Manuals

as requisitioned from the U. S. Government Printing Office (GPO) by the

Department of the Treasury

Single Award

CONTRACT TERMS: The term of this contract is for the period beginning September 1, 2000 and ending August 31, 2001 (base year), with an option of two additional years. The first option year shall extend from September 1, 2001 to August 31, 2002, the second option year shall extend from September 1, 2002 to August 31, 2003. Attention is directed to the clauses: "Option to Extend the Term of the Contract," "Economic Price Adjustment," and "Paper Price Adjustment".

BID OPENING: Bids shall be publicly opened at 3 p.m., prevailing Dallas, TX time, on **August 24, 2000.**

NOTE: Contract has been extensively revised, read all specifications carefully.

Questions concerning this contract should be directed to JoAnn Hargis, telephone (214) 767-0451 (No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standard for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System Number

FACSIMILE BIDS: The solicitations provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11" (Dated 2-99), published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PAPER PRICE ADJUSTMENT. Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for all paper except newsprint will apply to all paper required under this contract.
2. The applicable index figures for the month of August, 2000 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items(s) II. (a) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible

under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. If the Government exercises the options on the two additional years, orders may be issued under the contract from September 1, 2001 through August 31, 2003. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all voucher to: Comptroller, Stop FMCE, Office of Financial Management, U. S. Government Printing Office, Washington, DC 20401.

NOTE: When publications are marked "**For Official Use Only**", the information contained therein is of a sensitive nature and requires special safeguards. Release of the material to anyone not authorized by the Internal Revenue Service is prohibited. All copies must be accounted for and all waste and printing plates must be destroyed beyond recognition or reconstruction.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of looseleaf books and pamphlets requiring such operations as printing, binding, packing, and distribution.

TITLE: Training Manuals.

FREQUENCY OF ORDERS: Approximately 120 orders per year.

TRIM SIZE: 8-1/2 x 11".

QUANTITY AND NUMBER OF PAGES:

- (a) Approximately 90 of the orders will range from approximately 100 to 1,500 copies per order with an average of 500 copies per order. Approximately 16 to 600 pages per order with an average of 140 pages per order. Approximately 10% of the pages are blank.

NOTE: Approximately 40 of these orders will require an additional color of ink in addition to black with the number of pages ranging from 4 to 240 pages per order with an average of 40 pages per order.

Approximately 110 of these orders will be placed during the months of November and December. The balance of the orders will be placed during the remainder of the contract.

- (b) Approximately 30 of the orders will range from approximately 1,501 to 4,000 or more copies per order with an average of 2,000 copies per order. Approximately 16 to 600 pages per order with an average of 180 pages per order. Approximately 10% of the pages are blank.

NOTE: Approximately 15 of these orders will require an additional color of ink in addition to black with the number of pages ranging from 4 to 240 pages per order with an average of 40 pages per order.

Approximately 25 of these orders will be placed during the months of November and December. The balance of the orders will be placed during the remainder of the contract.

GOVERNMENT TO FURNISH: Camera copy consisting of typewritten and reprint copy (some copy may have ziptone areas), plus line art and overlays for color printing that will be reproduced at various focuses. **NOTE:** Due to the multiple uses of each book, the contractor must not make any additional markings on the camera copy or affix extraneous material (tape, numbers, white-out, etc.) to the camera copy.

Electronic Media: Platform – Windows or Macintosh.

Storage Media – 3-1/2" diskettes/zip disks/or electronic transmission.

Software – WordPerfect 6.1 or Microsoft word.

Files will be provided in Adobe PDF or in a PostScript format. All printer and screen fonts will be furnished. A visual of the electronic files will be furnished. GPO Form 952 (Desktop Publishing – Disk Information).

8 x 5-1/4" dry gummed IRS identification labels (IRS Doc. 6042). Government Bills of Lading.

Reproducible copy for shipping container (IRS Form 6153).

List of E-mail recipients (not to exceed forty (40) names).

List of names and mail addresses to receive a single copy of each printed product (book), not to exceed fifteen (15) names.

Print orders.

Identification markings, except GPO imprint, carried on copy must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the product(s) in accordance with these specifications.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

PRINTING: Print one side only, head-to-head in black ink, or black ink and one additional color of ink. Match Pantone number as indicated on the print order (normally red Pantone 485 or green Pantone 347).

Ink Requirement: If lithographic inks is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 10 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Head - 1/2"; bind - 3/4"; unless otherwise indicated.

BINDING: Trim four sides, or perforate on the fold and trim three sides, contractor's option.

Publications up to 200 pages will wire-stitch in the upper left corner; all other publications will heat-shrink film wrap (required on approximately 25% of the orders).

Drilling (all of the orders): Drill three 3/8" diameter holes centered on the left 11" side, 4-1/4" center-to-center. Center of holes to be 3/8" from edge of product.

PACKING: Pack in suitable shipping containers. Each shipping container must not exceed 40 pounds when fully packed.

Products can not be consolidated into a single shipping container. All orders must ship only one product per carton and only one product per pallet.

LABELING AND MARKING: Contractor must fill in the appropriate blanks for the following:

- (a) IRS Identification Labels: Labels must be affixed to both sides of all containers.
- (b) Package/Carton Labels: Labels must be affixed to one end and top of each shipping container. Contractor is to use furnished repro copy and print on bright yellow stock in black ink. Fill out the label completely including Requisition Number, Catalog Number, Number of Cartons, Item Identifications (ADP Training Number, Revision Date, Title, Type of Book), GPO Jacket Number, Program Number, and Print Order Number. This information will be supplied on the distribution list (Form 2040/F/T). Improper, partial, or incorrect labeling may require the vendor to reimburse IRS for time spent correcting the order.

PALLETS: Pallets (required for motor freight shipments only) must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown on the following page) and single center stringer. Full entry **MUST** be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets. Cartons shall be stacked on pallets with a maximum height of 55" including pallet. Do **NOT** use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

PALLETIZING: Cartons shall be stacked on pallets using a reverse layer pattern, usually having 9 cartons per layer, or as appropriate (see following page). Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal without damage to the cartons at destinations.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to: U . S. Government Printing Office, Regional Printing Procurement Office, 1100 Commerce Street, Room 7B7, Dallas, Texas 75242, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DISTRIBUTION: Ship f.o.b. contractor's city. Department will designate the method of shipment. Complete addresses and quantities will be furnished with the print orders.

Generally, each order will have approximately 11 different destinations.

Department will furnish Government Bills of Lading or agency courier account.

Contractor will be required on the day of shipment to transmit an E-mail (see GOVERNMENT TO FURNISH) with a complete listing of the following information: Product Item Number, Date Shipped, Number of Packages/Cartons to each destination, IRS Requisition Number, and method of shipment (small package/freight, with name of freight company). One E-mail for each product.

Contractor will be required on the day of shipment to send a single copy (see GOVERNMENT TO FURNISH) of each printed product being shipped.

Department will furnish Government Bills of Lading or agency courier account. Contractor will be required to furnish photocopies within 2 workdays after shipment of the Bills of Lading or agency courier account labels to the Department (see "Schedule" below for address) as proof of shipment.

Upon completion of each order, all furnished material must be returned to: IRS-CADC, 2402 East Empire Street, Bloomington, IL 61799, Attn: Hardy/Swiger; by certified mail, return receipt requested.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Unscheduled material such as Government Bills of Lading, shipping instructions, labels, etc., will be available with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

NOTE: Distribution dates are mission critical for the IRS training section. If the contractor misses a distribution date, then the contractor will be responsible for delivering the IRS training material to the site designated by the IRS, by the date designated by the IRS at no additional cost to the government.

Furnished material will be ready for pickup (at contractor's expense) 1 hour after notification from: : IRS-CADC, 2402 East Empire Street, Bloomington, IL 61799.

The production time allowed for each order is based on the immediate needs of the Government and not necessarily on the amount of work involved.

The following schedule begins the workday after notification of the availability of print order and furnished material.

Complete production and shipping must be made as follows:

- (a) Approximately 80% of the orders will be required within 9 to 10 workdays.
- (b) Approximately 15% of the orders will be required within 11 to 15 workdays.

Exception: Approximately 5 of the orders will require furnished material to be picked up and complete production and distribution be made within five workdays. This requirement includes Saturdays, Sundays, and holidays.

The ship/deliver date indicated on the print order is the date products ordered for f.o.b. contractor's city must be shipped to the destination specified.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce orders for 12 months under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

Transportation charges are a factor in determining award.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)
(a)	16,200	153,900
(b)	2,200	20,000

II. (a) 85,500

III. (a) 22

IV. 4% **NOTE:** Contractor's Premium Payment in the "Schedule of Prices" Item IV, will be applied to 4% of contractor's aggregated bid.

(Page 12 is Blank)

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 100 will prorated at the per 100 rate.

Cost of all required paper must be charged under Item II.

- I. PRINTING AND BINDING:** Charges will be allowed for printed pages only; i.e., a single leaf printed one side only will be charged as one page; a single leaf printed face and back will be charged as two pages.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Looseleaf Product: Printing in black ink, including binding.....per printed page.....	\$_____	\$_____
(b) Additional Color(s): Printing in a color in addition to the color charged for under Item (a).....per color/per printed page.....	\$_____	\$_____

- II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Per 100 Leaves

(a) White Offset Book (50-lb).....\$_____

(Initials)

III. ADDITIONAL OPERATIONS:

(a) Printing and applying shipping labels on yellow stock....per 100 labels.....\$_____

- IV. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items. Premium payments will be authorized only when material is picked up and distribution is made within five workdays. A percentage is to be added to the total cost of each order, when authorized.

Percentage increase.....%

BIDDERS NAME AND SIGNATURE: Fill out and return the following:

- (a) Two copies of all pages in "Section 4. - Schedule of Prices", initial or sign each in the space provided.
- (b) Two copies of GPO Form 910, "Bid". DO NOT ENTER BID PRICES ON GPO FORM 910.
Note: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City and State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

